



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**ACCOUNTANT TRAINEE
\$3,305 - \$3,941
ACCOUNTING SERVICES BUREAU
SACRAMENTO**

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.

RESPONSIBILITIES:

Under the close supervision of the Accounting Administrator I (Supervisor), the incumbent as a learner, performs professional accounting duties in the maintenance and reporting of financial records for specialized agency activities for the Tax and Securities Section while receiving training and to gradually perform the average difficulty accounting work in a training capacity. Some duties include:

- Monitors timely filing and processing of simple insurance companies tax returns and payments, i.e. monthly, quarterly, annual payments of surplus line tax, premium tax, Ocean Marine, retaliatory tax, etc.
- Analyze company tax records for possible non-payment and erroneous tax payment.
- Assists in auditing the simple insurance tax returns for accuracy and compliance with the Revenue and Taxation Code and California Insurance Code.
- Assists in generating reports to prepare and calculate tax penalty and interest assessments on delinquent payments and non-use of EFT for surplus line brokers and insurers.
- Assists in preparing assessment letters to companies with delinquent payments and non-use of EFT within 30 days after the payment due date.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Have excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.
- Good attendance.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Accountant Trainee level, those within

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DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 13th floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Accountant Trainee, PSN# 413-192-4179-XXX" ON THE STATE APPLICATION.** For additional information, please call Reginald Justo at (916) 492-3351.

FINAL FILING DATE: Friday, March 20, 2015 (Close of Business – 5:00 p.m.)

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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